

# LINE ITEM FOR 2021 YEAR BUDGET

## TAX COLLECTOR

**01-4150-04-4110 – F/T Hourly Wages –37,565**

**01-4150-04-4110 – Salary – 53,186**

**01-4150-04-4154 – Buyout – 1,500**

**01-4150-04-4290 – Employee Benefits – 59,079**

**01-4150-04-4310 – Contracts – 2,800**

Mortgagee Search Vendor \$1,680.00 Mortgagee Search & Notices for Impending Lien  
552.00 Mortgagee Search & Notices for Impending Deed

**01-4150-04-4434 - Office Equipment Maintenance – 1.00**

**01-4150-04-4442 – Equipment Rental – 1.00**

**01-4150-04-4443 – Copier Lease & Maintenance – 100**

**01-4150-04-4550 – Printing – 2,625**

Mailings Unlimited – printing tax bills, approximately 9,592 tax bills annually – this includes a window envelope, a return envelope for payment and paper and ink to print bills.  $\$1,246.96 \times 2 = \$2,493.92$  (\$0.26 per piece).

**01-4150-04-4460 – Conferences & Training – 2,000**

\$ 120. Annual Spring Workshop – Tax Collector & Deputy  
\$ 260. Certification Training for Deputy (3<sup>rd</sup> year)  
\$ 800. Annual TC Conference – both attending  
\$ 620. Government Accounting Cert. Program – Deputy  
\$ 75. Re-Certification - Tax Collector (every five years)

**01-4150-4570 – Dues & Fees – 190**

NHTCA dues 2 x \$20. \$ 40.00  
Spring Workshop 2 x \$20 \$ 40.00  
Annual Tax Collector's Conf. 2 x \$50 \$100.00

**01-4150-04-4571 – Registry of Deeds – 2,000**

Lien Redemption recordings: (8.5 mos.)	\$ 966.00	1/1-8/15 update thru year
“ “ “ (3.5 mos) est	416.00	
Execution of Lien Recording fee: (June)	316.00	
Deed Recordings (August) 7 x 12.55	87.85	
Misc. Recordings	60.00	
Total	\$1,845.85	

**Increase of 950.00**

**01-4150-04-4580 – Mileage & Expenses – 1,200**

Mileage expenses – allows \$.50 per mile. Tax Collector expenses mileage for trips to Post Office daily, bank and Registry of Deeds as needed.

Spring Workshop (2)	\$172.
TC Training (1)	93.
Certification Training (1)	108.
Annual Conference (2)	215.
Gov't Acctg Cert. Program (1) *on-line this year	
Re-Certification Training (1)	25.
Trips to PO, bank and registry	275.
Total	888.

**01-4150-04-4611 – Office Supplies – 600**

This includes copy paper, pens, pencils, pads of paper, ink for adding machines, paid date stamps, binders to store records.

Staples

This line item increased by \$100 – I will need to order more window envelopes with the return information on them this coming year.

**01-4150-04-4612 – Postage – 7,500**

1 <sup>st</sup> Issue Tax Bill (regular mail) (0.36 per piece)	\$1,699.88	(4,796 pieces)
Delinquency Letter (regular mail)	172.00	(344 pieces)
Mortgagee Impending Lien Letter 2019L	324.30	(47 pieces)
Impending Lien Letter (certified w/RR)	2,504.70	(363 pieces)
Impending Deed Letter (certified w/RR)	333.60	(48 pieces)
Mortgagee Notice Deed Letter 2017L w/RR	165.60	(24 pieces)
2 <sup>nd</sup> Issue Tax Bill (regular mail)	1,700.00	(4,796 pieces)
Total	6,900.08	

Increase 1,500 (was 6,000)

**01-4150-04-4754 – Equipment – 1.00**

**Total Anticipated Budget for 2021 - \$ 170,348**

Respectfully Submitted,

Linda Markiewicz  
Tax Collector